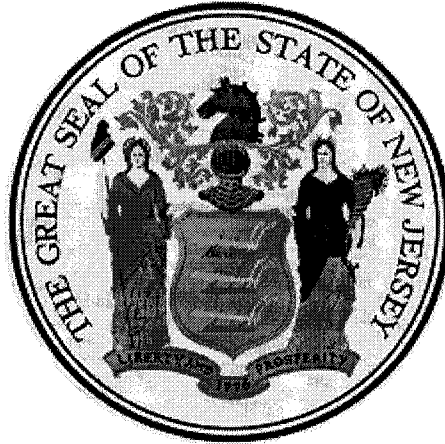


State of New Jersey



Municipal Tax Assessor Records Retention Schedule

M120000-901

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
MI 20000SCHEDULE NUMBER
901PAGE NUMBER
1 OF 5

DEPARTMENT

Municipal Tax Assessor

DIVISION

BUREAU

AGENCY REPRESENTATIVE Frank Bucino, CTA, RES

TITLE President, Association of Municipal Assessors of NJ

(AREA CODE) TELEPHONE NUMBER (201) 460-3006

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

SECRETARY STATE RECORDS COMMITTEE SIGNATURE

DATE

10 Dec 1998

RECORD SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY RETAIN IN

RECORDS CENTER

DISPOSITION

0001-0000

Assessor's Field Book (Workbook)

3 YRS

Destroy

0002-0000

Building Permit (Assessor's Copy)

1 yr beyond reassessment determination

Destroy

0003-0000

Certification of School District Requirements A4F-Form A
(Maintained by School Boards for 10 years).

1 yr

Destroy

0004-0000

Data Entry

After posting

Destroy

0004-0001

Data Entry - Accepted - Rejected List (Computer Printout)

After Posting

Destroy

0004-0002

Data Entry Proof Book (Computer Printout)

After Posting

Destroy

0004-0003

Data Entry - Property Record Change Form N.J.P.T. - 19

After Posting

Destroy

0004-0004

Data Entry - Property Record Change Form Supplement N.J.P.T. - 20

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
MI 20000	901	2 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
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0005-0000	County Tax Board	3 yrs		Destroy
0005-0001	County Tax Board - Appeals	5 yrs		Destroy
0005-0002	County Tax Board - Judgments	3 yrs		Destroy
0005-0003	County Tax Board - Stipulation	3 yrs		Destroy
0005-0004	County Tax Board - Income Statement Form			
0006-0000	Home Improvement Exemptions	1 yr beyond lapse in exemption		Destroy
0006-0001	Home Improvement Exemptions - Claim for Home Improvement Exemption (H.I.E.-1)	3 yrs		Destroy
0006-0002	Home Improvement Exemptions - Notice of Home Improvement Disallowance (H.I.E.-2)	1 yr beyond lapse in exemption		Destroy
0006-0003	Home Improvement Exemptions - Multiple Dwelling Forms MD-EA, MD-EA-1	As updated		Destroy
0007-0000	Deeds and or Abstracts (Assessor's Copies)	1 yr beyond lapse in exemption		Destroy
0008-0000	Exempt Property	As updated		Destroy
0008-0001	Exempt Property - Exempt Property Initial Statement (Form I.S.)	1 yr beyond lapse in exemption		Destroy
0008-0002	Exempt Property - Exempt Property Further Statement (Form F.S.)	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER	SCHEDULE NUMBER	PAGE NUMBER
MI20000	901	3 OF 5

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0009-0000	Farmland Assessment	3 yrs		Destroy
0009-0001	Farmland Assessment - Farmland Assessment (Form F.A.-1)	3 yrs		Destroy
0009-0002	Farmland Assessment - Denial Notice	3 yrs		Destroy
0009-0003	Farmland Assessment - Rollback Complaint	3 yrs		Destroy
0009-0004	Farmland Assessment - Rollback Judgment	3 yrs		Destroy
0009-0005	Farmland Assessment - Income/Use Verification	3 yrs		Destroy
0010-0000	Tax Maps (Assessor's Copies)	As updated		Destroy
0011-0000	Property Record Cards	As updated		Destroy
0012-0000	Return of Tangible Personal Property by Telephone, Telegraph Companies, etc. PT-10	5 yrs		Destroy
0013-0000	Sales Ratio			
0013-0001	Sales Ratio - Sales Ratio Forms SRI-A	3 yrs		Destroy
0013-0002	Sales Ratio - Useable Non-useable Listing - Monthly	Until cumulative listing received		Destroy
0013-0003	Sales Ratio - Useable Non-useable Listing - Cumulative	Until annual listing received		Destroy
0013-0004	Sales Ratio - Useable Non-useable Listing - Annual	2 yrs		Destroy
0013-0005	Sales Ratio - Sales Ratio Change Form SR-6	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER MI 20000	SCHEDULE NUMBER 901	PAGE NUMBER 5 OF 5
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	AGENCY	RETAIN IN	RECORDS CENTER	DISPOSITION
0018-0000	Veterans' Exemption and/or Deduction Certificates				
0018-0001	Veterans' Exemption and/or Deduction Certificates - Veteran's Claim for Property Tax Deduction (V.E.)	3 yrs after title transfer			Destroy
0018-0002	Veterans' Exemption and/or Deduction Certificates - Veteran's Widow's Claim for Property Tax Deduction (W.V.E.)	3 yrs after title transfer			Destroy
0018-0003	Veterans' Exemption and/or Deduction Certificates - Disabled Veteran's Claim For Property Tax Exemption (D.V.E.)	3 yrs after title transfer			Destroy
0018-0004	Veterans' Exemption and/or Deduction Certificates - Disabled Veteran's Widow's Claim for Property Tax Exemption (W.D.V.E.)	3 yrs after title transfer			Destroy
0019-0000	Notice of Property Tax Assessment Required by N.J.S.A. 54:4-38.1	2 yrs			Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER MI 20000	SCHEDULE NUMBER 901	PAGE NUMBER 4 OF 5
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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN AGENCY	RECORDS CENTER	DISPOSITION
0014-0000	State Tax Court			Destroy
0014-0001	State Tax Court - Complaints	3 yrs		Destroy
0014-0002	State Tax Court - Notice of Hearings	3 yrs		Destroy
0014-0003	State Tax Court - Withdrawal Letter	3 yrs		Destroy
0015-0000	Deduction Applications			Destroy
0015-0001	Deduction Applications - Senior Citizen's Deduction Application(P.D.-1)	3 yrs after title transfer		Destroy
0015-0002	Deduction Applications - Permanently Disabled Deduction Application (P.D.-2)	3 yrs after title transfer		Destroy
0015-0003	Deduction Applications - Surviving Spouse Deduction Application (P.D.-3)	3 yrs after title transfer		Destroy
0015-0004	Deduction Applications - Notice of Disallowance (P.D.-4)	3 yrs after title transfer		Destroy
0016-0000	Solar Energy Exemption Form (S.E.E.-1)	1 yr beyond lapse in exemption		Destroy
0017-0000	Subdivision Plans	1 yr beyond reassessment determination		Destroy